

Provider Enrollment Group- Track Application

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

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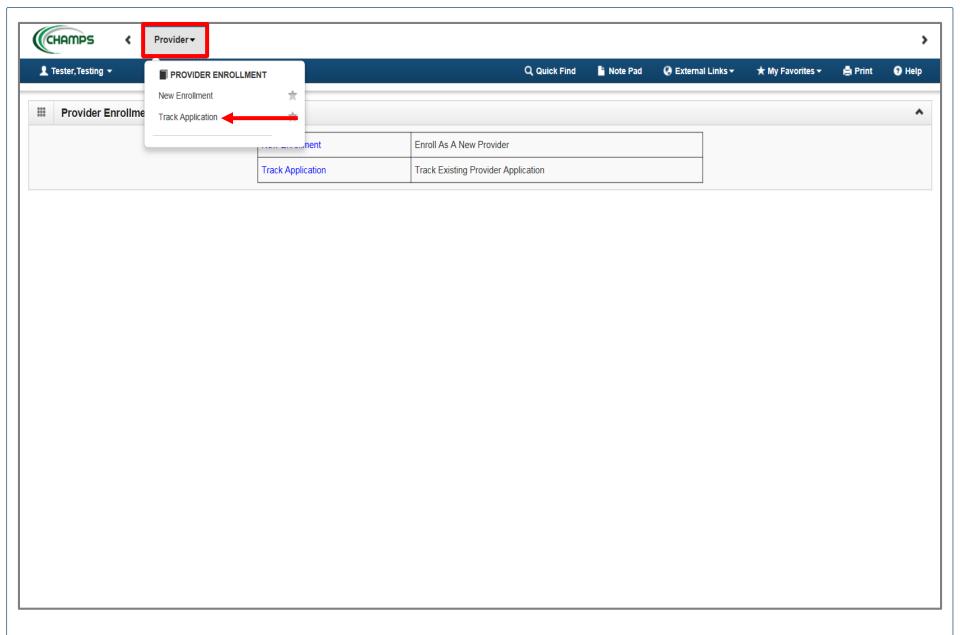
Provider Enrollment Process Overview

- Step 1: Determine if provider needs to enroll with CHAMPS Michigan Medicaid
 - Policy Bulletin MSA: <u>13-17</u>
 - Policy Bulletin MSA: <u>18-47</u>
 - Policy Bulletin MSA: <u>19-20</u>
- Step 2: <u>Determine CHAMPS Enrollment Type</u>
- Step 3: Enroll with SIGMA Vendor Self Service
 - After completing SIGMA registration allow 3-5 business days to begin and complete the CHAMPS application. If you attempt to enroll in CHAMPS during this time you may get an error when validating your information.
- Step 4: Register for a MILogin Account for Access to CHAMPS
- Providers wishing to elect another person to have Domain Administrator rights are required to submit:
 - Form: Electronic Signature Agreement Cover Sheet (MDHHS-5405)
 - Form: Electronic Signature Agreement (<u>DCH-1401</u>)



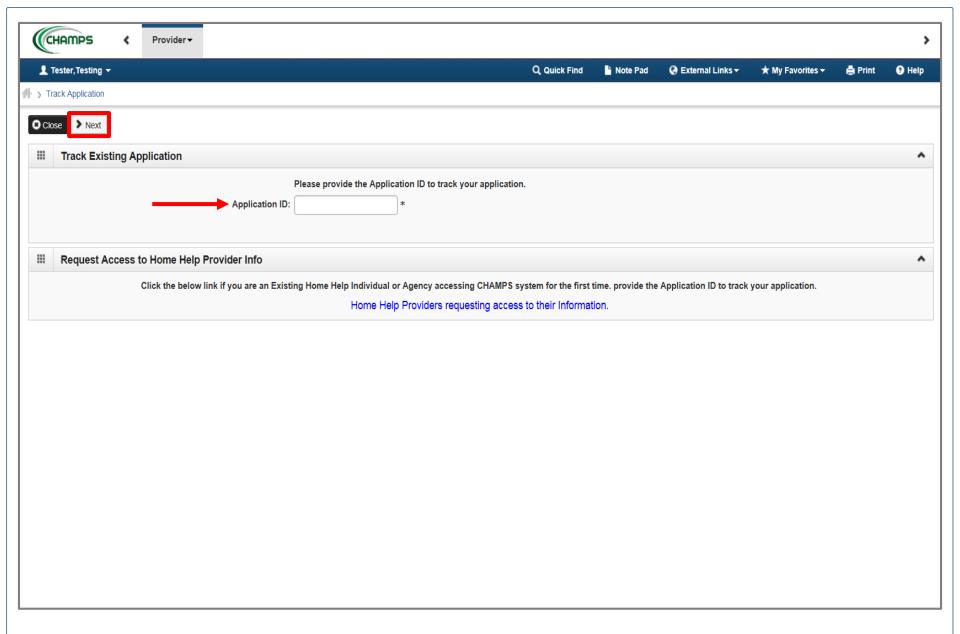
Track Existing Application

How to track a submitted application within CHAMPS



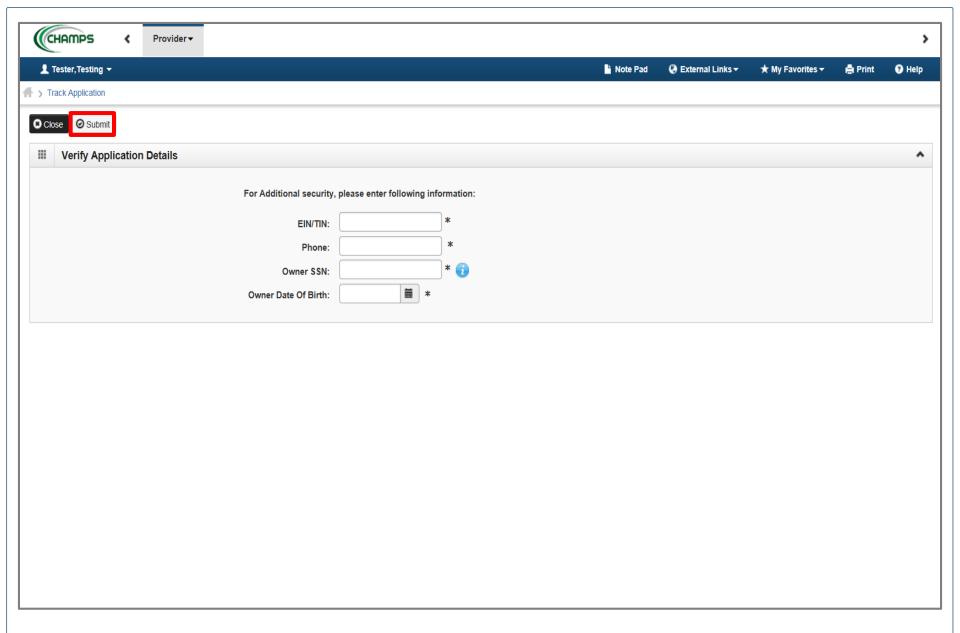
- Click Provider tab
- Select Track Application





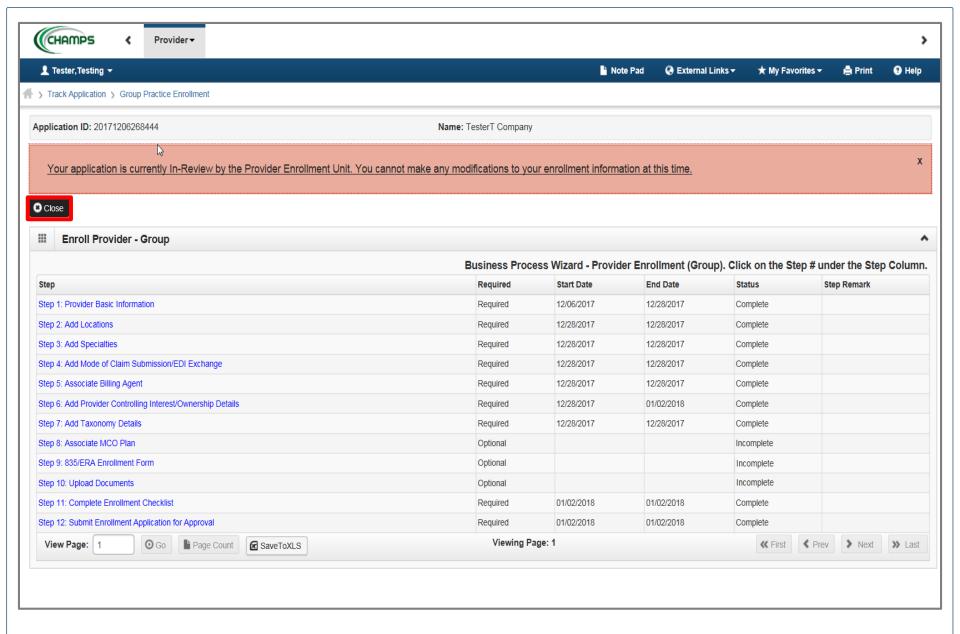
- Fill in Application ID
- Click Next





- Complete all fields marked with an asterisk (*)
- Click Submit





- Confirmation your Provider Enrollment Application has been submitted and is being reviewed by the state
- Click Close

Provider Enrollment Resources

Provider Enrollment website: http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_85441---,00.html

• Trainings:

- CHAMPS Enrollment Application: Group
- Domain Administrator Functions

• Forms:

- Electronic Signature Agreement Cover Sheet (MDHHS-5405)
- Electronic Signature Agreement (<u>DCH-1401</u>)

SIGMA:

- New Providers must register with SIGMA
- Please visit: <u>Michigan.gov/SIGMAVSS</u>

Contact:

- (800) 292-2550
- ProviderEnrollment@Michigan.gov
- ProviderSupport@Michigan.gov

